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Security Information

OPM 40-150-2
PERSONNEL DIRECTOR RE RANGE 0.47 -53

24 June 1953

SUBJECT: Personnel Office Forms Management Program

REFERENCE: PAM 7-52 Requests for Reproduction or Approval of Forms
21 January 1952

This memorandum is a re-statement of the Personnel Office policies and procedures concerning the reproduction and management of personnel forms and form letters.

2. The Research and Planning Staff has established a master forms control file which contains a folder for each active personnel form used in or by the Agency. This file reflects information relating to the use, design, approval, and reproduction of personnel forms. In addition, the master forms control file contains data concerning proposed improvements in personnel forms and form letters.

3. Offices initiating requests for approval and/or reproduction of personnel forms and form letters will forward all Reproduction Requisitions (Form 36-2) and Requests for Approval of Forms (Form 30-11) to the Research and Planning Staff for coordination and approval. Before approving a form or form letter for reproduction, the Research and Planning Staff is responsible for assuring that the format meets established standards of form and form letter design and that the form or form letter is based on sound administrative procedures. The Staff is also responsible for submitting such material to the Printing and Reproduction Division and for maintaining Personnel Office liaison with the latter in connection with such matters.

4. To insure that Personnel Office forms and form letters are revised as necessary to meet current requirements, the Research and Planning Staff will maintain a continuing review over such material. To achieve this end, requests for review of forms and form letters sent to Divisions and Staffs by the Research and Planning Staff will be given full and prompt consideration.

GEORGE E. MELOON
Personnel Director

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